

Office of the  
Legislative Fiscal Analyst

## **FY 2002 Budget Recommendations**

Joint Appropriations Subcommittee for  
Capital Facilities and Administrative Services

Utah Department of Administrative Services  
**Internal Service Funds – DFCM Planning**

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## 1.0 Summary: Division of Facilities Construction and Management - Planning and Design

The space-planning program was approved by the 1997 Legislature and implemented in the 1998 Fiscal Year. The program offers space planning and design services to state agencies. The program seeks to assist agencies in obtaining space that best meets their programmatic needs while maximizing space utilization and ensuring adherence to building codes and space standards. Funding for this program comes from statewide budgets within the DFCM capital budget.

	Analyst FY 2002 Base	Analyst FY 2002 Changes	Analyst FY 2002 Total
<b>Financing</b>			
Dedicated Credits - Intragovernmental Re	291,600	(291,600)	
<b>Total</b>	<u>\$291,600</u>	<u>(\$291,600)</u>	<u>\$0</u>
<b>Programs</b>			
ISF - Planning and Design	291,600	(291,600)	
<b>Total</b>	<u>\$291,600</u>	<u>(\$291,600)</u>	<u>\$0</u>
<b>FTE/Other</b>			
Total FTE	2	(2)	
Authorized Capital Outlay	\$35,000	(\$35,000)	\$0
Retained Earnings	(\$256,000)	\$256,000	\$0

## **2.0 Issues**

### **2.1 Cataloging of Plans and Drawings**

In addition to its space planning function, the Planning program is responsible for cataloging an enormous amount of architectural plans, drawings and other construction documents that have accumulated in the basement of the State Office Building. Over the years, the lack of a control point for these documents created a system of random filing, fostered misplaced documents and may have damaged historical artifacts. Last year the Legislature provided \$50,000 to finish the project. DFCM is confident that they will complete the program by the close of FY 2001.

### **2.2 Elimination of Planning Program**

The Planning Program originally sought to offer space planning and design services to state agencies. However, since its 1998 inception, the space planning program lost money and began to take on other DFCM roles to maintain viability. While those roles are part of the core mission for DFCM, they are not in keeping with the original mission of the Planning Program as designed. Therefore, the Analyst recommends closing the Planning Program effective July 1, 2001.

### 3.0 Programs – Internal Service Funds - Planning

#### 3.1 Facility Management - Planning and Design

##### Recommendation

The Analyst recommends termination of the Planning and Design Program.

	2000	2001	2002	Est/Analyst
<b>Financing</b>	<b>Actual</b>	<b>Estimated</b>	<b>Analyst</b>	<b>Difference</b>
Dedicated Credits - Intragovernmenta	291,600	291,600		(291,600)
Transfers		50,000		(50,000)
<b>Total</b>	<b>\$291,600</b>	<b>\$341,600</b>	<b>\$0</b>	<b>(\$341,600)</b>
<b>Expenditures</b>				
Personal Services	193,400	234,400		(234,400)
In-State Travel	200	200		(200)
Out of State Travel	1,400	1,100		(1,100)
Current Expense	23,900	(32,100)		32,100
DP Current Expense	21,400	2,500		(2,500)
Depreciation	13,600	7,700		(7,700)
<b>Total</b>	<b>\$253,900</b>	<b>\$213,800</b>	<b>\$0</b>	<b>(\$213,800)</b>
Profit/Loss	\$37,700	\$127,800	\$0	(\$127,800)
<b>FTE/Other</b>				
Total FTE	2	5		(5)
Retained Earnings	(421,000)	(383,800)		383,800

##### Purpose

The Legislature approved the space-planning program during the 1997 Legislative Session and DFCM implemented it during the 1998 Fiscal Year. The program hoped to offer space planning and design services to state agencies. The program never collected enough dedicated credits to remain viable, so transfers from statewide capital budgets enhanced the program as it took on other responsibilities only loosely connected to planning and design.

The Planning and Design program received authorization for additional FTEs in FY 2001 to complete a document cataloging project. Now that the project is complete, the Analyst recommends eliminating the three FTE in Planning and Design and transferring two FTE into the Facility Management ISF to continue to manage statewide CAD standards.

#### 4.0 Additional Information: Division of Facilities Construction and Management - Planning/Design

	1998	1999	2000	2001	2002
<b>Financing</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Analyst</b>
Dedicated Credits - Intragovernmental Re	74,700	124,600	291,600	291,600	
<b>Total</b>	<b>\$74,700</b>	<b>\$124,600</b>	<b>\$291,600</b>	<b>\$341,600</b>	<b>\$0</b>
<b>Programs</b>					
ISF - Planning and Design	74,700	124,600	291,600	341,600	
<b>Total</b>	<b>\$74,700</b>	<b>\$124,600</b>	<b>\$291,600</b>	<b>\$341,600</b>	<b>\$0</b>
<b>Expenditures</b>					
Personal Services	100,800	142,800	193,400	234,400	
In-State Travel		200	200	200	
Out of State Travel	1,200	2,800	1,400	1,100	
Current Expense	24,500	79,500	23,900	(32,100)	
DP Current Expense	10,700	40,300	21,400	2,500	
Depreciation	5,500	10,700	13,600	7,700	
<b>Total</b>	<b>\$142,700</b>	<b>\$276,300</b>	<b>\$253,900</b>	<b>\$213,800</b>	<b>\$0</b>
Profit/Loss	(\$68,000)	(\$151,700)	\$37,700	\$127,800	\$0
<b>FTE/Other</b>					
Total FTE		3	2	5	
Retained Earnings	(\$68,300)	(\$220,000)	(\$421,000)	(\$383,800)	\$0